

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1096

TITLE: ASSISTANT COORDINATOR OF EMERGENCY MANAGEMENT

GRADE: S-31

DEFINITION:

Under the direction of the Emergency Management Coordinator, provides operational oversight of the Emergency Management program; coordinates preparedness, prevention, response, recovery and mitigation capabilities through enhanced coordination and long-term planning for occurrence of emergencies and disasters resulting from natural and man-made disasters, to include terrorism, with all agencies of the Fairfax County Government, other local, state and federal agencies and private organizations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Coordinator of Emergency Management differs from the Emergency Management Coordinator, in that this single-position class manages the day-to-day operations of the Department of Emergency Management and its various programs, whereas the Coordinator has final oversight of and responsibility for the Department of Emergency Management.

ILLUSTRATIVE DUTIES:

Responds to major fire scenes, weather emergencies, emergency medical scenes, hazardous materials events and other significant events to provide coordination and liaison between local, state, federal and private sector agencies, as needed;

Establishes and manages organizational goals/objectives related to the County's emergency preparedness and readiness program;

Manages assigned Emergency Support Functions (ESF) and Emergency Operations Center (EOC) personnel to mobilize/manage resources during an EOC activation;

Coordinates emergency management outreach programs in order to foster community partnerships and intra-agency relationships (municipalities, military, volunteer organizations, community groups, state agencies, federal agencies and surrounding jurisdictions);

Manages pre-event and post-event disaster recovery operations, damage assessment and mitigation programs, including, but not limited to, planning, preparation of financial records, completion of reports, documentation and coordination of follow-up activities;

Conducts research, prepares, develops and maintains identified emergency management plans and procedures as necessary to ensure the timely, efficient and effective response to and recovery from identified emergencies;

Responsible for enhancing and maintaining the County Emergency Operations Plans;

Conducts and facilitates training and exercises to validate/enhance emergency operations, plans and procedures;

Conducts independent research, prepares, develops and manages assigned projects/programs in a variety of complex emergency management areas;

Identifies and recommends new technologies to enhance emergency planning and response efforts;

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Directs Emergency Management staff and oversees regular work assignments ensuring a high degree of performance the emergency management program;
Performs supervisory and administrative activities as necessary to ensure a continuing and efficient operation of the emergency management office;
Serves as emergency management staff duty officer on a rotational basis;
Regularly convenes and facilitates meetings with emergency management staff and county agencies, recommends appropriate courses of emergency action, establishes emergency planning guidelines, and ensures compliance with federal, state and county emergency management guidance.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis) and the ability to apply them in overseeing the operations of the Department of Emergency Management;
Thorough knowledge of management principles, methods, and practices;
Thorough knowledge of Federal, State, and County laws and regulations affecting emergency management services, and the ability to interpret and apply them correctly;
Knowledge of the organization and operation of the County government and its departments and agencies;
Knowledge of the methods for preparing information and communication to increase the likelihood of its use;
A high level of interpersonal skills to develop and maintain effective working relationships with County government officials, external state and federal officials, representatives of the media, and the general public;
Ability to adapt broadly defined policy guidance to specific situations;
Ability to speak extemporaneously on a broad variety of County-related emergency management issues;
Ability to communicate clearly and concisely, orally and in writing;
Ability to meet deadlines and work under pressure;
Ability to use sound judgment in making independent decisions;
Ability to plan and supervise the work of others.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited college or university with a bachelor's degree in Business Administration, Public Administration, Emergency Management or a closely related field; PLUS
6 years progressive experience in emergency services and/or public safety, to include 2 years of experience performing emergency management activities.

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CERTIFICATES AND LICENSES REQUIRED:

Not Applicable

NECESSARY SPECIAL REQUIREMENTS:

Positions within this class will be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

RETITLED: September 11, 2008
ESTABLISHED NEW CLASS # JULY 2006
ESTABLISHED: September 3, 2004